



# SHEBOYGAN COUNTY

**Jon G. Dolson**  
*County Clerk*

---

February 12, 2020

Honorable Members of the Sheboygan County Board and County Administrator Adam Payne,

Enclosed for your review is the annual report for the County Clerk Department.

Customer service remains a top priority in our department. The county clerk department is often someone's first point of contact with county services and we want their first impression of county services to be a great one.

While continuing to deliver services for both communities needs as well as statutory responsibilities, we, along with municipal clerks and election inspectors, invariably improve our skills in the use of the county's new election equipment for the entire county that was implemented a few years ago. As marriage and passport applicants continue to ebb and flow as the core of our customer counter, the work ethic and combined knowledge and experience of my staff allowed us to continue to meet or exceed customer expectations.

I look forward to another year of faithfully serving the voters of Sheboygan County.

Respectfully Submitted,

Jon G. Dolson

## **Mission Statement and Summary of Responsibilities**

*"To go beyond the services required by the statutes in order to serve the public and other units of government in the most courteous, efficient, and cost-effective manner possible."*

- Act as the secretary for the County Board
  - Maintain the records and web site for the board and all of its committees
  - Follow open meeting laws
  - Prepare and distribute board meeting agendas and minutes
  - Assist in County Board meetings
  - Audit supervisor expense sheets
- Administer County elections
  - Coordinate federal, state, county, municipal and school district elections
  - Register county candidates and multi-jurisdictional judge candidates
  - Prepare and test ballots
  - Program election tabulation equipment
  - Publish legal notices
  - Tabulate and post-election results
- Process marriage license and domestic partnership applications
- Conduct passport acceptance agency services
- Administer dog licensing program for all 28 county municipalities
- In addition, my office attends to compiling and distributing annual County Board proceedings and maintaining a state, county and municipal official's directory; checking probate claims; administering county owned Taylor Park pavilion reservations; handling timber cutting permits; and maintenance of a myriad of unrelated records such as medical examiner's dockets, old school records, highway relocation maps, veteran's grave sites, tax exempt properties, and farmland preservation.

## **Goals and Objectives Achieved in 2019**

Marriage License Applications - Continuation of strong customer service

Passport Applications - Continuation of strong customer service

Dog License Administration - Continuation of streamlining process and accounting practices of dog license system

Elections

- Implementation of newest version of election equipment countywide.
- A call-in process for municipal election officials on election night is continually improved upon, allowing the ability to upload results more quickly to the county's website for viewing.

## **Budget**

The 2019 department budget of \$368,124 realized a positive variance at year's end of \$249.71. The 2020 department budget is \$403,405 with a property tax levy of \$246,726.

License, application, photo, and counter fees collected for the past three years:

		<b>2017</b>	<b>2018</b>	<b>2019</b>
Marriage Licenses	Licenses Issued / Date Waivers Granted	641 / 64	621 / 72	601 / 68
	Total Fees Collected	\$ 56,110	\$ 54,620	\$52,780
	County's Share of Revenue	\$ 27,240	\$26,650	\$25,735
	Family Court Commissioner Fees	\$ 12,820	\$12,420	\$12,020
Domestic Partnerships	Licenses Issued or terminated / Waivers Granted	1 / 0	1 / 0	0 / 0
	Total Fees Collected	\$85	\$ 85	\$0
	County's Share of Revenue	\$60	\$ 60	\$0
Passport Applications	Number of Applications Processed	1,311	1,154	1,028
	Total Fees Collected (County's share 100%)	\$ 32,675	\$36,240	\$35,980
Passport Photos	Number of Photos Taken	1,535	1,369	1,265
	Total Fees Collected (subject to sales tax) (County's share 100%)	\$14,483	\$12,867	\$11,927

### **Issues and Challenges Ahead**

The major task at hand this year will be the continuing education of municipal election inspectors on the use of the new election equipment.

### **Goals and Objectives for 2020**

- Implementation of credit/debit card acceptance
- Continued management of implementation of newly instituted statewide voter registration system upgrades (WisVote)
- Municipalities taking advantage of WI Elections Commission's new electronic poll book
- Continual growth in customer service
- Continual search for office efficiencies
- Continuing education for all staff